



***The mission of the Harris County Auditor's Office is to be an independent and progressive organization recognized for professionalism in carrying out the County Auditor's statutory duties and responsibilities.***

## **NOTICE OF JOB OPENING**

**JOB TITLE:** Accounts Payable Supervisor

**POSITION #:** 6102382003

**JOB DESCRIPTION:** The Accounts Payable Supervisor is responsible for assisting with the day-to-day operations of the Accounts Payable Department. This position ensures that the payment of invoices to Harris County vendors occurs by the required due dates and in accordance with Harris County procedures and applicable statutory requirements.

The Accounts Payable (AP) Supervisor is responsible for interviewing, preparing performance reviews, providing support and testing of system changes and upgrades, assisting with development of policy and methodologies and documentation of procedural changes and employee training. The incumbent also provides recommendations for improving the efficiency and effectiveness of the Accounts Payable operations. Additionally, the AP Supervisor works with internal and external customers to research and resolve complex questions, concerns and issues, prepares year-end reports and accruals for Financial Accounting, and assists with requests during internal and external audits.

### **WHAT WE OFFER:**

- Competitive salary of up to \$75,000 per annum
- Vibrant Downtown Houston location
- Excellent Benefits and Wellness programs
- Zero-Premium Employee Only Medical Plan
- Outstanding Retirement Program
- Continuing Professional Education available
- Collaborative Environment
- Corporate Memberships

**JOB REQUIREMENTS:** Qualified candidates must possess a Bachelor's degree in Accounting or a related degree with a minimum of 30 hours in accounting, from an

accredited university. (*For internal applicants only - Auditor's Office Accounts Payable experience may be substituted for minimum 30 hours in accounting.*)

**Required experience includes:**

- Five or more years of progressive Accounts Payable experience with at least three years of supervisory experience.

**In addition to the above, a well-qualified candidate must also have:**

- Demonstrated ability in coaching and developing direct reports and staff.
- Superior organizational, problem-solving and follow-through skills.
- Proficiency in the use of MS Office as well experience in using large, complex accounting software packages.
- Ability to plan and organize work, perform under pressure, and meet deadlines.
- Skill in establishing and maintaining professional and effective working relationships with managers, staff, direct reports and other individuals.
- Excellent oral and written communications, leadership, and customer service skills.
- The ability to work collaboratively within a complex environment.
- Well-developed critical thinking skills and professional judgement.

Candidates must be legally eligible to work in the United States. We do not provide visa sponsorship.

Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull, lift and carry up to 40 lbs.

**TO APPLY:**

Submit your resume via email to: [Apps.HCAO@aud.hctx.net](mailto:Apps.HCAO@aud.hctx.net). Please indicate the title and position number in the subject line of the email.

**HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY**

**Harris County is an Equal Opportunity employer**  
**Applicants are considered without regard to race, color, religion, sex, national origin, age or disability**